



DEPARTMENT OF DEFENSE

COMMANDER IN CHIEF
U.S. JOINT FORCES COMMAND
1562 MITSCHER AVENUE SUITE 200
NORFOLK, VA 23551-2488

IN REPLY REFER TO:

USJFCOMINST 5211.1

J024

27 MARCH 2000

U.S. JOINT FORCES COMMAND INSTRUCTION 5211.1

Subj: U.S. JOINT FORCES COMMAND PRIVACY ACT POLICY AND PROGRAM

Ref: (a) DoD Directive 5400.11
(b) SECNAVINST 5211.5D
(c) OPNAVNOTE 5211

1. Purpose. To establish the U.S. Joint Forces Command Privacy Act Program in compliance with references (a), (b), (c) and the Privacy Act of 1974 (5 U.S.C. 552a).
2. Background. References (a) and (b) require a staff policy and program by which all personnel at all echelons of command or authority comply with the purpose and requirements of the Privacy Act of 1974 for preserving the privacy of individuals from unwarranted invasion.
3. Application. All U.S. Joint Forces Command personnel, as individuals, either through working with personal records or requesting information from those records, are subject to the Privacy Act of 1974. Therefore, all personnel are required to become familiar with this and any other directive(s) issued pertaining to the Privacy Act Program and the rules of conduct concerning collection, maintenance, use and disclosure of personal information.
4. Policy. It is directed by the Commander in Chief, U.S. Joint Forces Command that a Privacy Act Program be implemented to provide, as a minimum, for the following requirements:
 - a. To permit individuals to know what records falling within the purview of the Privacy Act and pertaining to them are collected, maintained, or disseminated in the Department of the Navy or Department of Defense; to have access to and have copies made of all or any portions of such records; and to obtain amendment of such records, when a discrepancy is noted.

b. To keep only records of personal information which are timely, accurate, complete and relevant to the purpose for which they were collected.

c. To maintain only systems of records which have been published in the Federal Register and contained in the current OPNAVNOTE 5211 pertaining to current Privacy Act issuance.

d. To permit individuals to request an administrative review of decisions that deny them access to, or refuse to amend their records.

e. To ensure that requests of individuals for notification, access, or amendment concerning their records is acted on promptly.

f. To ensure that adequate safeguards are provided to prevent misuse of personal information in records.

g. To ensure that no unpublished system of records on individuals is maintained, and that no new or significantly changed system is established without republication in the Federal Register required by references (a) and (b).

5. Responsibilities

a. Each Commander shall appoint in writing a Privacy Act Coordinator for their respective activity.

b. Designate the officials authorized to deny initial Privacy Act requests for records. Initial Denial Authority (IDA) and reporting shall be delegated to the commanders of all U.S. Joint Forces Command subordinate activities.

c. Consult with other OSD and DoD components that may have a significant interest in the requested record prior to final determination. Coordination with agencies outside of the DoD, if required, is authorized.

d. Commands shall submit an annual report to the Office of Chief of Naval Operations (CNO N09B30P), 2000 Navy Pentagon, Washington, DC 20350-2000. Annual reports cover the period 1 January - 31 December of each year and are normally due to CNO prior to 1 March of the following year. Additionally, a copy of your command's annual report will be forwarded either electronically or hard copy to U.S. Joint Forces Command, ATTN: J024; email: SIPERNET: J024@jfc.com.smil.mil.

e. The Chief of Staff, U.S. Joint Forces Command has supervisory responsibility for the Privacy Act function. The U.S. Joint Forces Command Records Manager and FOIA Coordinator (J024) is designated the Privacy Act Officer and Record Systems Manager for U.S. Joint Forces Command.

(1) The Record Systems Manager ensures that record systems are operated and maintained in accordance with requirements and restrictions of the Privacy Act as implemented by references (a) and (b). In this capacity the Record Systems Manager, ensures that necessary steps are taken to establish a program which disseminates to the staff required information to make all U.S. Joint Forces Command aware of what systems of records are authorized to be maintained within directorates, divisions or branches; safeguards such record systems from indiscriminate disclosure; and provides each individual a right to review any privacy record(s) maintained concerning them and to seek corrections to records, as deemed appropriate.

(2) The Chief of Staff of U.S. Joint Forces Command or his designated deputy shall serve as the IDA for all Privacy Act requests requiring denial of material originated by U.S. Joint Forces Command.

f. Directors shall ensure that all personnel within their directorate provide maximum cooperation and assistance to the Record Systems Manager in establishing a Privacy Act Program, and shall ensure that requirements of the program are met and adhered to.

USJFCOMINST 5211.1

6. Effective date. This instruction is effective upon receipt.



RICHARD C. MARR

Major General, U.S. Air Force
Chief of Staff

Distribution:

All USJFCOM Directorates and Special Staff Offices

ICEDEFOR

USFORAZORES

SOCJFCOM

JTF SIX

JPRA

JFIC

JBC

JWFC

JWAC

JCSE

ASCIET

JTF-CS

CMSA